

ANNEX 5

EMERGENCY MANAGEMENT

PRIMARY: South Carolina Emergency Management Division

SUPPORT: State, County, tribal and municipal governments, Non-Governmental Organizations and Agencies

I. INTRODUCTION

- A. The State Emergency Operations Center (SEOC) serves as the central clearinghouse for disaster-related information and requests for deployment of state resources, and as the center for coordinating the State and federal agencies response and initial recovery actions to an emergency event.
- B. The SEOC utilizes the Incident Command System (ICS).
- C. State Emergency Response Team (SERT) members operating in the SEOC will adhere to ICS protocol.

II. PURPOSE

Describe the process for managing and facilitating a coordinated emergency operation through collecting, processing, and disseminating emergency information; developing Incident Action Plans; and coordinating resource support to the counties and tribal governments.

III. CONCEPT OF OPERATIONS

- A. When an event or potential event is first detected, the SEOC will activate to a level appropriate to the threat. The State will respond to events on a 24-hour basis.
- B. The SEOC is organized and functions as a Multi-Agency Coordination (MAC) Group utilizing six (6) major areas:
 - Command
 - Operations
 - Planning
 - Logistics
 - Public Information
 - Finance/Administration
- C. The State's response effort is managed through the SERT, which is organized in 20 Emergency Support Functions (ESF). Primary (Lead) and Support organizations are designated for each ESF.

- D. All personnel functioning in the SEOC and members of the SERT will integrate the principles of the National Incident Management System (NIMS) and Incident Command into all planning and response operations.
- E. Personnel operating in the SEOC will be familiar with the National Response Framework and the corresponding FEMA Annexes with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the structure, organization, functions and responsibilities of the Incident Management Assistance Team (IMAT), Interagency Incident Management Groups (IIMG) and the Joint Field Office (JFO).
- F. State Emergency Operations Center
 - 1. In the absence of the SCEMD Director, the Chief of Staff is authorized to make decisions and take actions in his place.
 - 2. Activation
 - a. The SEOC will activate and staff in accordance with the SEOC Standard Operating Procedures (SOP) and in accordance with the requirements of the established Operating Conditions (OPCON) level.
 - b. The primary agency (Lead Agency) for an ESF is responsible for informing and coordinating with their supporting agencies.
 - c. As the situation dictates, an alternate EOC may be activated.
 - 3. The SEOC coordinates the transition from Response to Recovery in conjunction with the Federal Emergency Management Agency (FEMA) IMAT and the JFO.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. General
 - 1. SEOC duties and responsibilities are stated in general terms to facilitate an all-hazard approach on processes regarding direction and control. There are, however, some tasks unique to specific hazard responses which are in the SEOC SOP and the hazard specific plans.
 - 2. All agencies supporting the SEOC and the members of the SERT will ensure their SEOC personnel are trained on the principles of NIMS and Incident Command.
 - 3. Agencies requesting EMAC assistance will identify and provide a Liaison Officer for each EMAC request to facilitate arrival and onward movement of EMAC support at the appropriate Staging Areas.

B. Command Section (Policy Group/Executive Group)

1. The Command Section (Policy Group) will consist of the Governor, the Attorney General, the State Treasurer, the Comptroller General and the agency directors/representatives of selected State Agencies representing the lead ESFs. The Governor or the Governor's representative may add or delete members of the Group based on the event or expertise needed.
2. The Command Section (Policy Group) will advise and assist the Governor in executive-level decision making.
3. The Lead Agency/ESF Lead members of the Command Section are as follow:

AGENCY	ESF	TITLE
Department of Transportation	ESF-1	Transportation
Budget and Control Board	ESF-2	Communications
	ESF-3	Public Works and Engineering
	ESF-18	Donated Goods and Volunteer Services
Department of Labor, Licensing, and Regulation	ESF-4	Firefighting
	ESF-9	Search and Rescue
Department of Social Services	ESF-6	Mass Care
	ESF-11	Food Services
SC Emergency Management Division	ESF-7	Finance and Administration
	ESF-14	Initial Recovery and Mitigation
	ESF-15	Public Information
Department of Health and Environmental Control	ESF-8	Health and Medical Services
	ESF-10	Hazardous Materials
Office of Regulatory Staff	ESF-12	Energy
SC Law Enforcement Division	ESF-13	Law Enforcement
Department of Public Safety	ESF-16	Emergency Traffic Management
Clemson University Livestock-Poultry Health	ESF-17	Animal/Agriculture Emergency Response
SC National Guard	ESF-19	Military Support

AGENCY	ESF	TITLE
SC Department of Commerce	ESF-24	Business and Industry

C. Operations Section

1. Assists the Director, SCEMD with the activation, operation and demobilization of the SEOC.
2. Coordinates support for emergency response operations in conjunction with the SERT and in accordance with appropriate plans and procedures.
3. Facilitates the support and coordination with the county response operations.
4. Coordinates the execution of the IAP with the ESFs to ensure the Lead and Support Agency actions support the goals and objectives as defined in the IAP.
5. Coordinates with appropriate Federal response organizations to facilitate the employment of Federal resources and their support to State and local government.

D. Plans Section

1. Coordinates, develops and distributes Incident Action Plans (IAP) and Contingency Plans
2. Conducts planning meetings with selected ESF/Command Section (Policy Group) representatives to coordinate multi-agency response to situations
3. Coordinates the development of the IAP with the ESFs to ensure the Lead and Support Agency goals and objectives support the goals and objectives defined by the Command Section (Policy Group).
4. Conducts planning meetings with the ESFs and Logistics to identify and coordinate required resources to support plans and contingency plans
5. Plans and coordinates with FEMA for transition to and from a JFO.
6. Maintains and conducts documentation and distribution to support SEOC operations
7. Provides Weather, GIS, Hazus, Risk Analysis, and other specialized data

E. Logistics Section

1. Provides resources and services to support the achievement of the incident objectives, and for all logistical functions within the SEOC.

2. Coordinates with FEMA for the transition to and from a JFO.
3. The duties and responsibilities of the Logistics Section are further detailed in Attachment A (South Carolina Logistics Plan) to the SC Emergency Operations Plan (SCEOP) and the Logistics Section SOPs.

F. Finance/Administration Section

1. The Finance and Administration Section:
 - Monitors costs related to the incident
 - Provides accounting, procurement, time recording, and cost analysis assistance
 - Supports the SEOC in areas of administrative record keeping (time/cost tracking), internal resource management and communications
 - Coordinates financial support with ESF-7 (Resource Support Finance and Administration) and the SC Budget and Control Board personnel.
2. The duties and responsibilities of the Finance/Administration Section are further detailed in Annex 7 (Finance and Administration) of the SCEOP, and the ESF-7 (Finance and Administration) SOPs

G. Public Information Section

The duties and responsibilities of the Public Information Section are detailed in Annex 15 (Public Information) of the SCEOP, and the ESF-15 (Public Information) SOPs.

V. FEDERAL ASSISTANCE

- A. The Federal Coordinating Officer (FCO) will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO). These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities.
- B. Regional Disaster Operations and Assistance staff members make initial contact with the affected State(s) and identify capabilities and shortfalls as a means of determining initial response requirements for Federal support.
- C. Federal ESF-5 will normally deploy to the State as a part of the IMATs and later staff the JFO. When feasible, Federal ESF-5 will co-locate with State Emergency Management.

- D. Once established in the JFO, Federal ESF-5 executes five key functions:
- Command
 - Operations
 - Planning
 - Logistics
 - Finance/Administration
- E. Federal ESF-5 supports the activation and deployment of emergency response teams.
- F. Joint Field Office
1. The Regional Response Coordination Center (RRCC), staffed by Federal ESF-5 and other Federal ESFs as required, coordinates operations and situational reporting to the National Response Coordination Center (NRCC) until the JFO is operational.
 2. Once JFO is operational, the RRCC assumes a monitoring role.